UNITED
NATIONS

INTERNATIONAL CONFERENCE ON
POPULATION AND DEVELOPMENT

Cairo, Egypt
5-13 September 1994

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INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The International Conference on Population and Development will be held at the Cairo International Conference Centre. The address is as follows:

International Conference on Population and Development
c/o Cairo International Conference Centre
Nasr Road, Nasr City
Cairo, EGYPT

Telephone: (202) 263-4637, (202) 263-4632, (202) 263-4673 and (202) 263-4645.
Fax: (202) 263-4640.

2. The time distance between the Conference Centre and the centre of Cairo is approximately 20 minutes in non-peak hour traffic; between the Centre and the Cairo International Airport it is 25 minutes.

Pre-Conference consultations

3. Pre-Conference consultations to consider organizational and procedural matters will be held at the Conference Centre (Chefren Hall) on Saturday, 3 September, and Sunday, 4 September. They will begin at 10 a.m. on 3 September.

Opening meeting of the Conference

4. The formal opening of the Conference will be held at 10 a.m. on Monday, 5 September, in the Plenary Hall (Cheops Hall) of the Conference Centre.

5. Further information about the opening meeting will be given at the pre-Conference consultations to be open to all States participating in the Conference.

6. In order that the opening meeting of the Conference may begin punctually, participants are requested to be seated in the Plenary Hall (Cheops Hall) by 9.30 a.m.

Registration of participants and identification cards

7. Admission to the Conference Centre will require, at all times, the presentation of identification cards. All participants in the Conference - government delegates, United Nations Secretariat staff, and representatives of United Nations programmes and specialized agencies and of accredited intergovernmental and non-governmental organizations - are therefore requested to register at the Conference registration centre mentioned in paragraph 8 below. Following registration, each participant will be issued an access/identification card. In addition to these individual access cards, each government delegation will be issued passes for the Plenary Hall. At the opening session of the Conference and at other designated times, access to the Plenary Hall will be regulated by the use of such cards. Plenary Hall passes will also be issued to other participants, in addition to government delegations, in relation to the allotment of seats assigned to them in the Plenary Hall.

8. A centre for the registration of participants and the issuance of access/identification passes will be open at 9 a.m. on Thursday, 25 August, at the Olympic Swimming Pool Complex off Saleh Salem Street. This is located five minutes by car from the Conference Centre. From 1 to 5 September, the registration/pass office will be open for longer hours to ensure the smooth issuance of passes.

9. The process of registration will be greatly facilitated if conference credentials containing lists of the names of participants are transmitted by each delegation prior to actual registration in person. It is suggested that delegations submit this information well before the opening of the Conference, preferably not later than 1 September 1994.

10. The registration of accredited intergovernmental and non-governmental organizations and press/media representatives will also be conducted at the Olympic Swimming Pool Complex.

11. The loss of an identification card must be reported immediately to United Nations Security personnel.

Programme of meetings

12. The programme of meetings will be printed in the Conference Journal, to be issued on a daily basis, giving the conference rooms and times of meetings.

13. Morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. When evening sessions are required, they will generally begin at 6 p.m.

Seating arrangements

14. At the opening of the Conference and at subsequent meetings of the Plenary in the Cheops Hall, each government delegation will be assigned four seats, two at table plus two seats behind.

15. In the Chefren Hall, where meetings of the Main Committee will be held, each government delegation will have two seats.

16. Specifically identified seating facilities will be available for other participants at the Conference.

Languages of the Conference

17. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference.

18. Official documents of the Conference will be made available in the languages of the Conference.

Interpretation services

19. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may, in accordance with rule 54 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation in question should provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters.

20. It may be recalled that there will be interpretation services for a total of two simultaneous meetings in the morning and two in the afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework. Requests for meeting services should be directed to Mr. William Bunch, Secretariat Services Coordinator.

Circulation of prepared statements

21. A minimum of 30 copies and, if possible, a copy on diskette of the text of speeches to be delivered in plenary meetings and meetings of the Main Committee should be given in advance to the conference officer in order to enable the Secretariat to provide the best possible service. Delegations wishing to circulate their speeches to all participants are requested to provide 350 copies to the conference officer who will be located in each conference room. All

texts should be delivered before the speaker takes the floor, preferably at the start of the meeting.

22. If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

Distribution of official documents

23. The main documents distribution counter will be located at the Delegates Entrance Hall in the Conference Centre.

24. All documents distributed at United Nations Headquarters before the opening of the Conference will be available at the Conference Centre. Each delegation will be assigned an individual box at the documents distribution counter in which all documents issued during the Conference will be placed. To determine exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Conference. The quantity requested should be sufficient to cover all requirements, since it will not be possible to provide complete sets of documents after the end of the Conference.

Receipt and circulation of other documents

25. In regard to other documents that Governments and organizations may wish to make available to Conference participants, they are to be provided by those Governments and organizations in the languages and quantities available. The Secretariat will undertake neither reproduction nor translation of such documents. It is suggested that Governments and organizations make approximately 500 copies available in English, with lesser numbers of the other official languages if those are provided.

26. It would be greatly appreciated if two copies of each such document could be forwarded to Mr. William Bunch, Secretariat Services Coordinator. They will be listed in an information note to be circulated at the Conference. Delegates are reminded that such documents may not be placed in the documentation pigeon holes, which are reserved for official Conference documentation.

27. The Secretariat cannot undertake official distribution of such documents. However, it will ensure that tables are located in close proximity to all conference rooms where those documents can be placed.

Press Centre

28. The Press Centre established for the duration of the Conference will be located on the ground floor of the Conference Centre. The area will include a press working area, press briefing rooms, documents distribution for members of the press, limited video and radio recording and editing studios, and, on a commercial basis, facilities for telephone, facsimile and telex, and photocopying.

Other useful information for participants

Reception on arrival at the Cairo airport

Beginning on 24 August, participants will be welcomed by the Conference liaison staff in the restricted area of the airport and directed to special Conference desks where they will be informed about arrangements for immigration, customs, baggage handling and transportation to hotels. Currency exchange will be available in the restricted area.

Members of the diplomatic and consular corps will have no access to the restricted (passengers) areas of the airport. Arriving authorities with the rank of Minister will be escorted by Egyptian personnel to a special lounge, where only one guest for each authority will be admitted.

A special bus shuttle service (airports/hotels) will be available, as well as an ample supply of taxis.

Visas

Egyptian Embassies and Consulates have received special instructions for visas for participants in the Conference. In special cases, visas can be granted at the Cairo International Airport.

Inoculation

Yellow fever. All passengers arriving from African countries or countries where there is a risk of yellow fever must hold a valid WHO Health Certificate for vaccination against yellow fever. Passengers arriving without that certificate will automatically be held in the quarantine precinct.

Malaria. There is a risk for malaria from June through October in rural areas of the Nile Delta, the El Fayoum area, the oases and part of Upper Egypt.

Recommended: Tetanus, typhoid, gamma globulin. Strongly recommended: immunization or booster against DPT, poliomyelitis, tuberculosis, measles and hepatitis.

Declaration of valuables at customs

Everyone entering Egypt must declare items of value such as jewellery, cameras, electronic equipment and other valuables. A declaration form must be completed for this purpose.

Transportation from hotels to the Cairo International Conference Centre

A special 24-hour bus shuttle service will be available from most hotels. The Information Center will provide schedules and tickets. Tickets will also be available at major hotels and at the Conference Centre.

Conference newspapers and related reporting

During the Conference, in addition to the daily Conference Journal, it is expected that there will be daily issues of the Earth Times, Terra Viva published by IPS and the Earth Negotiations Bulletin.

Currency, cheques and credit cards

Travellers' cheques are cashed by banks and shops. International credit cards are accepted by banks and shops. Free foreign currency is allowed in and out of the country. Banks in Cairo are closed on Fridays and Saturdays and are open the rest of the week from 8 a.m. to 2 p.m. Shops are generally open from 9 a.m. to 9 p.m. and closed on Sundays.

Electricity

Electrical current throughout Egypt is 220 volts. Sockets take the standard continental European round-pronged plug. Plug adaptors and currency converters or alternating dual voltage appliances may be needed.

Climate

From June to September it is very hot during the day and much cooler during the night.

Services available at the Conference Centre

Restaurants and cafeterias at the Conference Centre will be open during the Conference hours. Beverages, snacks and sandwiches will be served all day. A travel agency and a commercial bank will also be in operation during the Conference.

The Conference Centre will have a well equipped secretarial service centre for the use of Conference delegations on a commercial basis.

Population Information Network (POPIN) Reference Centre

Situated on the ground floor of the Conference Centre, the POPIN Reference Centre will provide library and reference service for Conference delegates, journalists and others interested. The Reference Centre will consist of a working library of computerized and printed population information resources, including bibliographic and demographic databases on CD-ROM, such as the United Nations Statistical Yearbook, the catalogue of the United Nations Dag Hammarskjöld Library (UNBIS Plus on CD-ROM) and POPLINE. The Reference Centre collection will also include official and parliamentary documents for the Conference.

A major feature of the POPIN Reference Centre will be the electronic POPIN INTERNET Gopher, which is an easy-to-use menu-driven computer system that helps users find population information and data stored in many geographical regions. In addition to providing access to electronic journals, bibliographic databases and other population information resources, the POPIN Gopher will also serve as a source of official and parliamentary documents for the Conference.